

# College of Arts and Sciences Endowed Chair and Professorship Operating Policy

Current Version Developed May 15, 2015

**Purpose:** The Purpose of this policy is to establish procedures and guidelines for evaluation of faculty who have been appointed to endowed Chair or professorship positions within the College of Arts and Sciences. These policies and procedures hold unless specific instructions are included in the endowment document.

**Review:** This policy will be reviewed as needed by the Dean's office with recommendations and revisions presented to the Department Chairs for input.

## Background

An endowed chair or professorship is established by a donor to support the research and aligned activities of the faculty holder as established by the donor. An endowment agreement, signed by the donor and the University, exists for each endowment and includes stipulations on the use of the endowment funds. Changes to the conditions established in the endowment agreement can be initiated by the Dean or through the Dean upon the request of the holder and their department chair and must follow OP 08.08

## Endowment Accounts

For each endowed position there exists: 1) one or more accounts containing the corpus of the gift which is invested and controlled by the University or TTU Foundation; 2) one or more interest accounts controlled by the college or department into which spendable earnings are transferred quarterly and 3) one operating account controlled by the endowment holder into which the spendable earnings are deposited. The holder of an endowed position has discretion concerning the use of the funds specified in item 3 above, subject to University fiscal policy and any restrictions stipulated in the endowment agreement.

## Appointment to Endowed Chair and Professorship Positions

The appointment to an endowed chair or professorship will be for an initial four year period unless otherwise stipulated in the donor agreement. The appointment is renewable following a successful review of the holder's activities. If a review and a formal reappointment does not occur prior to the expiration of the previous appointment, a review and reappointment can occur at any future date as initiated by the Dean.

## Evaluation Criteria for Reappointment of Current Holder of Endowed Chair or Professorship

- The degree to which research, scholarship or engagement activities as designated by the donor agreement have been fulfilled over the past four years of the current appointment.
- The level of research and creative activities of the holder that are above that expected for faculty of the same rank in the department who do not hold endowments.
- The intellectual leadership provided to the department and campus as a direct consequence of having the endowment.

These criteria shall:

- 1) Communicate the performance expectations to the holder of an endowed chair or professorship at the time of appointment,
- 2) Communicate to current holders the criteria for continuation of appointment to endowed chair or professorships as stipulated in the donor agreements and
- 3) Provide guideline's to the Dean and Review committee of the critical criteria for conducting a review of current holders.

### **Review Material Requested for Endowed Faculty Appointments**

The individual chair or professorship holder shall address the following areas of accomplishment at the beginning of their fourth year of their current appointment:

- 1). The degree to which the activities specified in the endowment were fulfilled.
- 2). The activities of the endowment holder in support of research, teaching and professional engagement.
- 3). The intellectual leadership provided by the endowment holder.
- 4). Evidence that activities listed in item #2 are above those expected for unendowed faculty at the same academic rank.
- 5). A statement of goals for the next four year period should reappointment occur.
- 6). A summary of the use of funds during the current review period and a prospectus of fund use during the next proposed appointment period.

### **Review Process**

The Dean will notify the department chair and the endowment holder at the beginning of the fourth year of the current appointment of the required review and request the above information from the endowment holder. The Dean will also request from the endowment holder names of three outside reviewers to provide input concerning the accomplishments of the endowment holder. The review will be conducted during the last four months of the designated year.

The review of the endowment holder will be conducted by a review committee established by the Dean. The review committee will consist of the Chair of the holder's department or equivalent, 2 faculty of similar rank and accomplishments from the University community and an Associate Dean for Research from an appropriate college at TTU. The Dean will appoint one member of the committee to Chair the committee review. The review committee will gather and review all materials as designated above. The committee can ask to meet with the endowment holder and department chair as part of their evaluation process.

The committee will provide a written report of their review based upon the above criteria, including recommendation regarding reappointment, to the Dean for the final decision by the end of the four month window for conducting the review.

The holder will either be reappointed as the endowment holder for an additional three years or be removed as the endowment holder based upon the outcome of the review at the beginning of the next academic year. Any appeal of a negative outcome shall be addressed to the Provost.